

**Minutes of Bures Hamlet Parish Council Meeting
Monday 14th January 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, M Randall, R. Butler, A Crowe, M Baker, C Ellis,
Cllr J Aries (Bures St Mary PC), Cllr W Scattergood (BDC),
Cllr D Finch (ECC)

In the Chair: Cllr David Lee

Also Present: Mrs J Wright (Clerk) plus 1 member of the public

1/01/19 APOLOGIES FOR ABSENCE

No apologies given.

2/01/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
No Register of Interests declared and no Dispensation requests put forward.

3/01/19 MINUTES

Minutes of the Parish Council Meeting of 19th November 2018 and the Joint Planning Committee Meeting of 7th January 2019 (both previously circulated) were approved and duly signed as correct records.

4/01/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There was 1 member of the public present. No matters raised.

5/01/19 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received.

Speed Watch: Cllr Aries reported that the Team continued to operate at Colchester Road as and when volunteers were available and the next scheduled date was 16th January. Essex Police had recently installed a new IT system to improve the process of recording the data forwarded by the Speedwatch Team.

6/01/19 COUNTY/DISTRICT COUNCILLOR REPORTS

County Cllr Finch presented his report to the meeting. Main points raised: ECC continued to improve on its rating for pothole reduction over the county. ECC reported as Best Social Work Employer. Its £14m rollout Broadband programme remained ahead of schedule. Outstanding rating for Schools and Probation Service. Outstanding Mark for ECC Children's Services. Cllr Finch noted that a Review of Library Services in the county was currently out for consultation. ECC had no plans to close any libraries however a review would be undertaken following the consultation outcome.

Cllr Finch agreed to follow up on Agenda Items 7 Highways Matters (a), (b), and (h) with the Clerk.

Cllr Finch left the meeting at this point.

District Cllr Scattergood presented her report to the meeting. Regarding the recent outline application from Gladman Developments for use of land to the rear of Cambridge Way, Cllr Scattergood suggested the parish council should consider its own preferences for future use and indicate those to Braintree District Council. Members suggested that a joint draft scheme for an orchard area could be submitted.

7/01/19 HIGHWAYS

- a) **ECC SWAS:** A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. Clerk following up with Cllr Finch.
- b) **Mount Bures junction:** A site meeting being arranged with relevant authorities to consider all options to reduce speeding traffic and improve the safety of pedestrians along Colchester Road from the junction. Clerk following up with Cllr Finch.
- c) **30mph roundels at Colchester Road:** LHP application to be submitted under the Joint Parish Action Plan (BPAP 6).
- d) **Bollard at Millennium gateway:** LHP application to be submitted.
- e) **Anglia Level Crossing Reduction Strategy:** Waiting on Inspector's decision following the Public Inquiry held on 8th November at Chelmsford.
- f) **Grassed area at Water Lane:** The Clerk had obtained confirmation that the parcel of land does not have Highway Rights and no known ownership. The parish council currently maintains the land.
- g) **Highways Devolution Pilot:** ECC had reviewed its initial grant offer to the parishes and the offer to BHPC had increased to £1,000 per annum. The Clerk had confirmed BHPC commitment to be part of the scheme. Waiting on final agreement details from ECC.
- h) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team. Cllr Finch agreed to follow up.
- i) **ECC Winter Salt Bag Scheme:** The free one tonne of grit had been received and stored. All previous years grit to be assessed and disposed of as necessary. Both parish contractors aware of process for when gritting in the village needed to be actioned.
- j) **Potholes:** The potholes in the footpath immediately in front of the Eight Bells PH had been reported. Reference No. 2601759.

8/01/19 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: None for consideration.
- c) **Appeal APP/Z1510/W/3207509** Land at Colchester Road: An Appeal by Gladman Developers Ltd had been made to the Secretary of State following BDC's refusal of Application No. 17/02291/OUT. The Appeal to be determined by a Public Inquiry commencing on 12th February at 10.00am at Howard Hall, Braintree. Members agreed that Cllr Lee should speak at the Inquiry on behalf of the parish council. He would register his interest to do so. The process for attending and speaking at a Public Inquiry had been circulated to all members. Cllr Lee asked members to consider what points needed to be raised in his statement. Those put forward at the meeting: a) current pending applications in the parish b) valued views across the valley c) primary school places d) village retail facilities e) Church Square surgery facility f) Site heritage value. Members agreed the parish council needed to engage with the Village Campaign Group to enhance its statement at the Inquiry. Cllr Lee was subsequently invited to attend the next meeting of the Campaign Group.
- d) **Application 18/02139/OUT** Land to rear of Cambridge Way – objections submitted – decision pending.

- e) **Amended application 18/02253/OUT:** No objections submitted although a retail outlet use for the site remained the parish council's preferred option – decision pending.
- f) **Applications for 5 Lawful Development Certificates DC/18/04204/5/6/8/04231:** DC/18/04205 Plot 3 and DC/18/04208 Plot 6 both refused. Remaining applications still waiting on a decision.
- g) **S106 contributions 15/01471/LBC:** £2,807.98 contributions available for use in the parish from application 15/01471/LBC. The Common Trust were keen to discuss options with BDC Officers. The parish council was happy for the contributions to be allocated to upgrade of the barn facilities. Clerk to continue to follow up and agreed to enquire what other contributions may be available.

9/01/19 Bures Parish Action Plan Summary

A Joint Working Party had been set up for Highway, Transport and Parking issues. Cllr Baker agreed to join this working party. Other Working Parties being set up for Retail Facilities and Street Lighting. Cllr Ellis agreed to join the Retail Facilities. The Clerk suggested that the outstanding balance on the BPAPS scheme should be transferred to a Working Parties fund. This was agreed subject to BSMPC agreement.

10/01/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Open Spaces Action Plan 2019:** Amendments to the plan to be submitted to BDC by 31st January. It was agreed to add a bus shelter for the Essex Knoll and to remove further facilities for Bures Common. Bures Transition Group to draft a statement of its aspirations for use of the land to the rear of Cambridge Way currently owned by BDC. This to be included in the Action Plan and brought to the attention of BDC Planning Officers.
- b) **Walks leaflet:** An application had been submitted to the BDC Councillors' Community Grant for £500 towards the production of a joint parish walks leaflet.
- c) **Elections May 2019:** Cllr Ellis and the Clerk had attended an Elections training event at EALC in November. Members agreed to promote the forthcoming May elections by circulating an advertising leaflet in the village as a joint parish council venture. Clerk to follow up. The draft Casual Vacancy policy was agreed and adopted by all members present.
- d) **ECC Local Service fund:** Clerk to follow up on an application to boardwalk FP5.
- e) **Assets of Community Value:** Application to register the Eight Bells PH being progressed
- f) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- g) **Bures Christmas Lights Scheme:** All members expressed their appreciation to the volunteer team for the extremely successful event held at the beginning of December.. The scheme was a hugely valued asset to parishioners of Bures.
- h) **Data Protection:** Ongoing with Clerk liaising with both Chairs for a joint approach to the regulations. Cllr Aries agreed to assist the Clerk.

11/01/19 GROUNDS MAINTENANCE CONTRACT

Both the BHPC and Cemetery ground maintenance contracts were due for renewal on 1st April 2019. Members agreed the contracts should be advertised and tenders sought. Clerk to follow up.

12/01/19 FINANCE

Business Access A/C balance: £10,636.29

Community A/C balance: £6,151.12 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 2nd January 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) The BDC precept request for 2019/20 was duly agreed and signed.
- d) The Clerk's pay scales for 2019/20 were duly accepted in line with Employment Briefing E02-18.
- e) Confirmation of the Signatory change received from Barclays Mandate Team.

13/01/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

EALC Legal Updates December 2018 Issue 9 and January 2019 Issue 10

HMRC Guidance Local Authorities & Similar Bodies (VAT Notice 749)

LTN 31 Local Council General Powers

S142 Local Government Act giving Power to donate to CAB

L09-18 Public Sector Bodies (Websites & Mobile Applications) Accessibility

Regulations 2018

Information on Local Authority support with religious events

14/01/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated. Additional items for noting:

- a) Phillips Path memorial plaque – a piece of oak was kindly being donated and a plaque was currently being designed. Clerk continuing to progress.
- b) Lamps at Woolpit Downs and Lamarsh Hill – the Woolpit Downs lamp had been upgraded. The lamp in the garden of Appletrees had been reported to ECC as not working and in urgent need of vegetation clearance from the pole.
- d) BDC and ECC Composting initiative offered residents the opportunity to claim a free compost bin in return for attending a 2-3 hour training session. The date for an event to be held locally still to be advised.
- e) A Bures Carnival Committee currently being set up with a week of activities scheduled from the 14th June. Volunteers being sought to make this a successful event for 2019.

15/01/19 PHYSICAL RISK ASSESSMENT

Cllr Randall presented his report to the meeting. The bus timetables in the Colchester Road shelters were now displayed correctly. All assets in satisfactory order. However the bench on the Essex Knoll appeared to be in a poor condition. Members agreed that the Clerk should ask Geoff Davies to assess the bench and if necessary order a replacement.

At this point the Chairman requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.

16/01/19 REPORTS

Bures St Mary PC: Cllr Aries reported: Litter along the Sudbury Road was a concern with volunteer litterpicks to be arranged. However the road presented H & S issues which needed to be considered. The parish council continued to register its concern with SCC regarding the safety of pedestrians using the unofficial crossing point at the primary school. Suffolk Speedwatch scheme agreed for Nayland Road but more volunteers needed.

Parking remained a high issue for the parish particularly at the school and at Cuckoo Hill.

Cemetery: Cllr Lee reported: Conifer trees along left boundary had been reduced. New paths to be installed in the extended area in the spring. A review of the options for removal of waste in hand.

Sportsground: Cllr Welch reported: Tennis court surfacing poor and also in need of deep cleaning. Quotations obtained and Tennis Club negotiating a reduction in costs. Re-painting of lines and installation of pickleball courts included in the quotations. The ECC CIF grant had been successful and the installation of a new roundabout now being progressed. The Committee had objected to the Gladman Developments application for use of the land at Cambridge Way. Damage to the brickwork around the tree at the Community Centre to be regularly monitored. The request for a disabled bay to be installed at the Nayland Road carpark still being investigated.

Community Centre: Soundproof doors being installed between the Garrad Room and the main hall. Cllr Crowe noted that he would report the issue of lack of heating in the Garrad Room to the Centre Management Group.

Rights of Way: Cllr Aries had circulated her report and to be held on file. Majority of footpaths remained passable and fairly firm with evidence of regular use.

Station Adopters: Report had been circulated. 4 flower tubs provided by Anglia Rail and bedded out by the volunteers. Watering for the summer still being investigated. The £50 donation from BHPC had been used to purchase further plants and bulbs.

Transport: Cllr Welch noted on the ECC Bus Consultation.

Tree Warden: Nothing to report.

Bures Primary School: A report had been circulated from the Chair of Governors. The PTA had raised £2,434.51 for the school during the winter term. This had funded a circus skills workshop, coach travel for the children to see Cinderella in Ipswich and a significant contribution towards Sports Coaching. A revised Curriculum Statement in hand.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated.

Bures Common: Restoration of the barn nearing completion. Markets continuing to be extremely successful. Common Trust Secretary agreed to circulate reports to the parish councils.

17/01/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

It was agreed to form a rota of those willing to attend the Public Inquiry at Braintree. The Election process to be circulated to all members.

18/01/19 DATE OF NEXT MEETING

Parish Council Meeting – Monday 11th March 2019 (revised date) to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2019: Joint APM 18th March (revised date),
AGM 13th May, 15th July, 16th September

The meeting closed at 10.00pm

Signed:

Chairman

Date: